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# NH FIRST System Availability Weekend of December 1, 2012

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Posted by Sid Russell, DAS Financial Data Manager on November 27th, 2012

**NH FIRST (AC/AP/AR/GL/RQ/PO/CB/LBI/Time Management) will be unavailable to all users from 8:00 AM Saturday, December 1<sup>st</sup> to 8:00 AM Monday, December 3<sup>rd</sup> for a system upgrade.**

**Monday, December 3<sup>rd</sup> is a contingency day in case the migration encounters problems. If this becomes necessary, NH FIRST would not be available until Monday evening or Tuesday morning. Please plan accordingly.**

**The SunSpot Status page ( <http://sunspot.nh.gov/> ) and the NH FIRST Time Management page accessed from nh.gov (<http://admin.state.nh.us/hr/NHFIRSTTimeManagement.html>) will be updated with NH FIRST availability.**

**Please read the following for more detailed information.**

## **Time Management**

Time Management users, particularly those who input and approve payroll timecards for the period closing on Thursday, November 29<sup>th</sup>, should plan to complete their input and approvals as much as possible before Saturday, December 1<sup>st</sup>, at 8:00 AM to avoid potential complications in the upcoming payroll cycle.

We recognize that some agencies operate a 24x7 workforce and that supervisors may routinely approve timecards over the weekend. If the migration is completed earlier, the NH FIRST system will become available earlier – but the outage will definitely last from Saturday morning through Sunday evening.

The normal Tuesday evening Time Management interface of approved NH FIRST timecards to GHRS will run on schedule.

There will be an additional Time Management interface to GHRS on Wednesday, December 5<sup>th</sup> at noon to enable late input and approvals to be processed in the payroll cycle that night.

## **Financials**

No AC/AP/AR/GL/RQ/PO/CB transactions will be processed and no vendor payments will be produced on any business day that NH FIRST is closed. This includes the contingency day, Monday, November 19<sup>th</sup> if the migration encounters problems. Interface files FTP'd on a day that NH FIRST is closed will not be processed until the next business day that NH FIRST is available.

After this system upgrade is completed, you will notice the following changes:

- User Name field on screens will be displayed as NHFIRST\Firstname.Middleinitial.Lastname
- Operator field on screens (forms and DrillAround) and reports will be displayed as a combination of letters and numbers. A crosswalk report will be available in LBI in the Reference module, Reference Reports List called User Name Crosswalk. This report will be automatically refreshed each night.

We apologize for any inconvenience this may cause and appreciate your cooperation in preparing for this disruption of normal system availability. If you have questions, please direct them to your Business Supervisor.